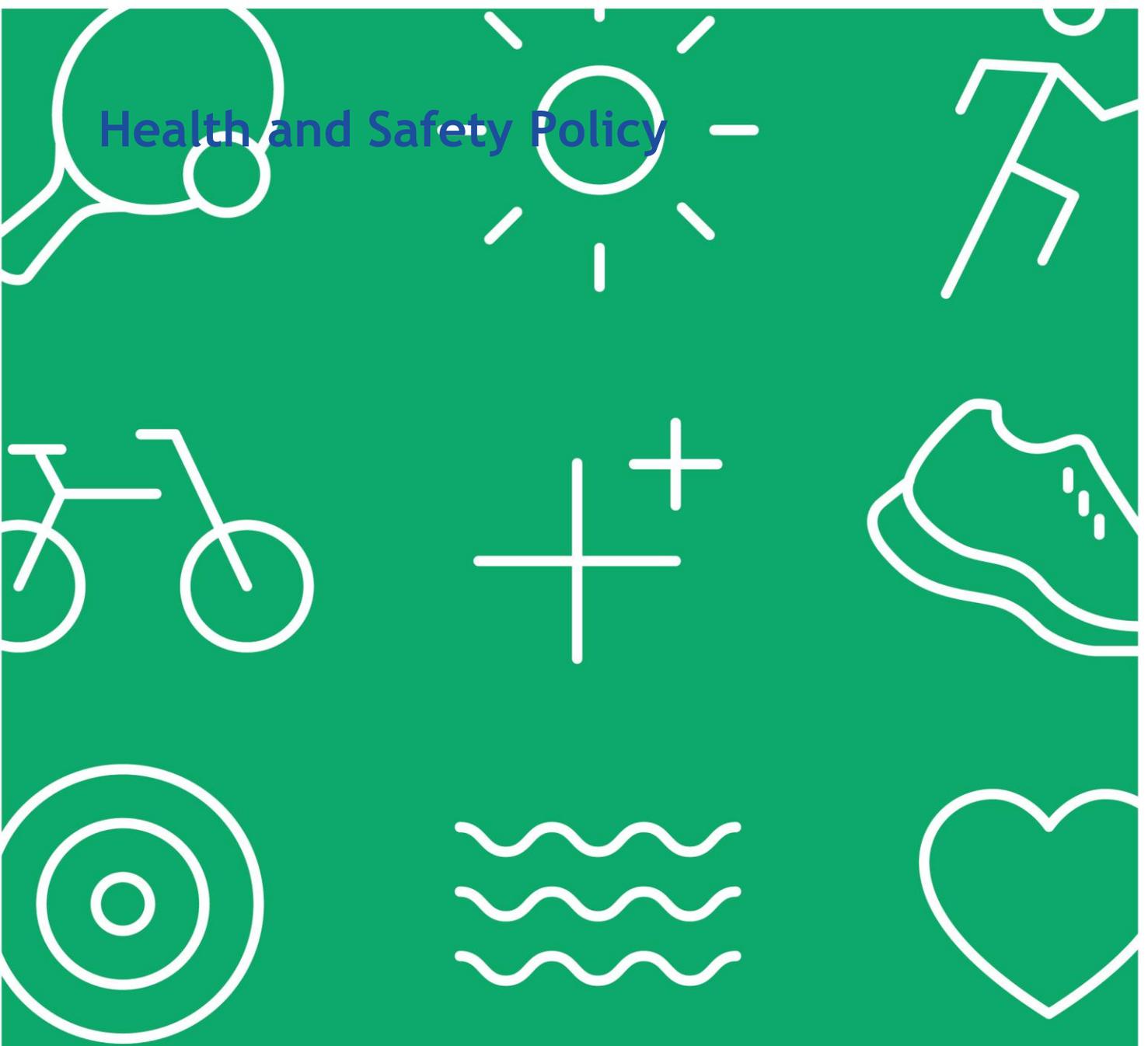


Health and Safety Policy



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Health and Safety Policy

Active Lancashire is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with Active Lancashire's procedures and systems on health and safety.

Whilst Active Lancashire will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager, their health and safety representative or the Compliance Group. Alternatively, an employee may, if they prefer, invoke Active Lancashire's formal grievance procedure or they may make a complaint under Active Lancashire's provisions on Disclosures in the Public Interest.

Disciplinary action under Active Lancashire's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

Active Lancashire will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses.

Active Lancashire will pay particular attention to:

1. Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work.
2. Providing a safe means of access to and egress from the workplace.
3. The provision and maintenance of equipment and systems of work that are safe.
4. Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances.
5. The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.



Active Lancashire also recognizes its duty to protect the health and safety of all visitors to the office, including contractors and temporary workers, as well as any members of the public who might be affected by the Active Lancashire's work operations.

The Management Team of Active Lancashire has overall responsibility for health and safety. The Compliance Group has responsibility for overseeing, implementing and monitoring health and safety procedures and for reporting back to the HR & Remuneration Committee (a sub-Committee of the Active Lancashire Board) on health and safety matters. The Compliance Group will also conduct regular inspections of the workplace, maintain safety records and investigate and report on accidents at work.

Training

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.

Employees at special risk

Active Lancashire recognizes that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. Active Lancashire therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

First aid and reporting accidents at work

First aid boxes are located at strategic points around the workplace. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel. This information is also displayed on works notice boards.

All injuries, however small, sustained by a person at work must be reported to their line manager or the Compliance Group and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The Compliance Group will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

Fire

Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a



duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. The Lancashire Business Park Estates Team is responsible for the maintenance and testing of fire alarms and firefighting, prevention and detection equipment.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds or fire is discovered, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the fire alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked or wedged open. Fire exits are also located at strategic points throughout the workplace. Fire exit doors and corridors must never be locked, blocked or used as storage space. All employees must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

Emergency lighting has been installed in exit corridors and above emergency exit doors in case of power failure. Lifts also have emergency lighting installed although they should not be used in the case of an emergency evacuation.

Active Lancashire safety rules

- all employees should be aware of and adhere to Active Lancashire's rules and procedures on health and safety
- all employees must immediately report any unsafe working practices or conditions to their line manager, their health and safety representative or to the Compliance Group.
- horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person
- employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties



- all waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers
- no employee should undertake a job which appears to be unsafe
- no employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- all injuries must be reported to the employee's line manager or to the Compliance Group
- all materials must be properly and safely used and when not in use properly and safely secured
- work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
- employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to their line manager or to the Compliance Group
- suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate
- work stations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately
- employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

Access

- walkways and passageways must be kept clear and free from obstructions at all times
- if a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately
- trailing cables should not be left in any passageway
- where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway
- where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

Tools and equipment

- Company machinery, tools and equipment are only to be used by qualified and authorised personnel



- it is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to a line manager or to the Compliance Group
- all tools must be properly and safely stored when not in use
- no tool should be used without the manufacturer's recommended shields, guards or attachments
- approved personal protective equipment must be properly used where appropriate
- persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety
- employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Manual handling

- lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand
- the load to be lifted or moved must be inspected for sharp edges and wet patches
- when lifting or moving a load with sharp or splintered edges, gloves must be worn
- the route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
- when lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
- employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.



Fire Safety Policy

It is Company Policy to prevent the outbreak of fire on our premises, so far as reasonably practicable and to put in place measures to protect our staff and visitors in the unlikely event of a fire.

All of our Board members, managers and employees have responsibilities for assisting us in our aims

We will achieve our policy by:

- arranging for a competent fire safety risk assessor to conduct a risk assessment of the premises and review that assessment periodically
- implementing the recommended fire safety measures arising from the assessment
- ensuring that all exits and emergency routes are kept clear at all times. These routes will be properly signed, adequately lit and fitted with the relevant standard of fire doors
- ensuring that the premises have appropriate fire-fighting equipment, detectors, alarms and emergency lighting
- writing and circulating fire safety arrangements incorporating responsibilities for fire safety matters
- instigating a mechanism for the reporting of defects concerning fire equipment or electrical equipment and ensuring that, where necessary, equipment is taken out of use and alternative arrangements are made as appropriate
- arranging for the testing and maintenance of fire safety, electrical and gas installations and equipment
- ensuring that building alterations and other contract works are properly managed to minimise the fire risk and avoid damage to structural fire protection
- ensuring that managers and employees are provided with appropriate information and instruction regarding the fire prevention measures and the emergency procedures, including any instruction required in order for them to carry out their particular role
- keeping staff informed of any changes that are made to our fire safety procedures and fire safety risk assessment
- ensuring that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor identification card and supervised by a member of staff at all times
- undertaking ongoing monitoring of the fire safety arrangements.



This policy and the associated fire safety documentation will be reviewed at least annually and sooner if there are changes in the matters to which it relates.

Duties of all staff

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire procedures that we may introduce to protect the safety and well-being of our staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no combustible or flammable materials are stored in corridors or on stairs.

This Policy forms part of all employees' conditions of employment. Failure to comply with it may be treated as a disciplinary matter.